

DATA ITEM DESCRIPTION	
1. TITLE MEETING AGENDA	2. IDENTIFICATION NUMBER DID M004
3. DESCRIPTION/PURPOSE 3.1 Provides agenda information concerning purpose, location, and schedule of the joint contractor/Government conference required to manage the acquisition of system/equipment, related items, and/or services. The agenda sets forth the place, time, date, purpose, and objectives of each forthcoming conference.	4. APPROVAL DATE 7/19/10
	5. RESPONSIBLE OFFICE FAA Logistics Center
	6. REFERENCE None
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and preparation instructions for the Conference Agenda, and is applicable to all contracts for system/equipment, related items, and/or services.	
10. PREPARATION INSTRUCTIONS 10.1 A separate agenda in contractor format is required for each proposed conference and shall be transmitted by email. The agenda shall include, but not necessarily be limited to, the following, where applicable: <ul style="list-style-type: none"> a. The purpose and objective of the conference. b. The recommended conference location, date, and duration. c. A daily chronological listing of each major topic or subtopic to be discussed and the time schedule to be devoted to each topic d. Name of Government chairperson and contractor co-chairperson of conference and designated activity representative to act as subcommittee chairperson. e. A recommended list of participants and identification of their responsibilities. f. Administrative notes as required such as transportation and administrative services available to conference attendees. g. Complete list of all documentation to be available for review. h. Brief description of progress on actions or problems identified at previous meetings. 10.2. Other pertinent information such as forms to be used, identification of any deviations or waivers, security classification, clearance requirements, etc.	